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TO: KAL

Special Collections
1969-70

Rare Book and Manuscript Library

(Kenneth A. Lohf)

Part I: Statistical Reports

Table I

COLUMBIA UNIVERSITY LIBRARIES

Size and Growth of the Collections

Fiscal Year 1969/70

Department: Special Collections Reported by: Kenneth A. Lohf Date: July 1970

Note: All materials processed by Special Collections except those followed by "c".

Type of Material	Holdings Last Fiscal Year	Additions This Year	Withdrawals This Year	Net Holdings This Fiscal Year
1. STANDARD PRINTED MATERIALS	———	———	———	———
Books	230,623 (c)	4,005 (c)		234,628 (c)
Serials				
TOTAL (books & Serials)				
College Catalogs				
Music Scores	ca. 350			ca. 350
Newspapers				
Technical Reports				
Trade (Manufacturers) Catalogs				
"Accessible," but uncataloged (types normally cataloged, not listed above)	52,642	7,662	5,810	54,494
Book dealer/ Auction catalogs	ca.14,300	ca. 500		ca.14,800
Incunabula	829	29		858
Sheet music	---	ca.20,000 pieces		ca.20,000 pieces

Type of Material	Holdings Last Fiscal Year	Additions This Year	Withdrawals This Year	Net Holdings This Fiscal Year
2. MANUSCRIPTS	———	———	———	———
Reports for Bachelor's degrees	384 vols.			384 vols.
Master's essays	4,724 vols.	61 vols.		4,785 vols.
Doctoral dissertations	11,333 vols.(c)	453 vols.		11,786 vols.(c)
Music				
Books, Letters, diaries, etc.	4,836			4,836
Other (Please specify)				
Manuscript Collections (ca. 3,450,000 items)	537	56		593
Cuneiform tablets	ca.500			ca.500
3. MICROTEXT	———	———	———	———
Microfilm	393 reels	20 reels		413 reels
Microcards				
Microprint				
Microfiches				
Other (Please specify)				

Type of Material	Holdings Last Fiscal Year	Additions This Year	Withdrawals This Year	Net Holdings This Fiscal Year
4. AUDIO-VISUAL MATERIALS	———	———	———	———
Films				
Phonograph records	569	47		616
Slides	ca.100			ca.100
Tape recordings (spool, reel)	325	5		330
Other (Please specify)				
5. OTHER MATERIALS	———	———	———	———
Broadsides	2,051			2,051
Leaflets (4 pages or less)				
Maps, Charts (in sheets)	1,398	1		1,399
Memoirs (Oral History)	1,367 vols.	126 vols.		1,493 vols.
Memorabilia				
Newspaper clipping file				
Pamphlets (uncat.)				
Photographs				
Pictures, prints, drawings, etc.	ca.5,500			ca.5,500
Tests				
Other (Please specify)				
Epigraphy specimens	159			159
Papyri	ca.700			ca.700
Ostraca	ca.500			ca.500

Part I: Statistical Reports

Table 2

COLUMBIA UNIVERSITY LIBRARIES

CIRCULATION REPORT

Year beginning July 1, 1969. Library Rare Book and Manuscript Library, Special Collections

Staff member responsible for this report: Kenneth A. Lohf
(see instructions on back)

Month	Loans to Individuals			Loans to Libraries	
	All loans made for 4 or more days	All loans made for 3 days or less (reserves, restricted loans, etc.)		Columbia	Non-Columbia Including Affiliates
		Books	Manuscripts		
July		787	83,149	172	4
Aug.		518	35,277	62	1
Sept.		678	27,127	478	12
Oct.		995	56,244	133	
Nov.		932	14,124	157	
Dec.		826	12,648	112	
Jan.		1,114	32,158	198	34
Feb.		805	31,534	178	57
March		955	60,517	558	305
April		659	49,636	1,062	13
May		519	40,521	850	1
June		659	45,036	642	5
TOTAL		9,447	487,971	4,602	432

Non-recorded use (i.e., use not included above) of library materials during the year is estimated at ca. 5000 items. (Briefly indicate the manner in which this estimate was made in the space below.) This estimate includes Manuscript and Incunabula Catalogs, Book Dealer Catalogs, and Reference Books, and is based on the average daily count made by the pages responsible for shelving these materials.

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Part II: Summary of the Year's Work

1. Development and Maintenance of the Collections

Gifts. During the year the Rare Book and Manuscript Library has been enriched by a succession of important and distinguished gifts, which have contributed substantially to our research resources and enabled the Library to maintain its high level of service and usefulness to scholarship. In 1969/70 donors added 7,662 volumes and 73,269 manuscript items worth $245,837. in appraised value. Among the 125 separate donations made during the year were those from members of the Friends of the Libraries, alumni and faculty of the University, and other interested persons primarily from the New York area. Thirty significant collections of manuscripts and papers were included in the year's gifts. The major gifts are recorded in "Our Growing Collections" in each issue of the Columbia Library Columns. However special mention can be made of the Daniel Longwell Papers, additions to the Melville Cane Papers, the Herbert Gold Papers, the John Church Hamilton Papers, the Columbia College Class of 1925 gift of John Jay Papers, the George Jaffin Arthur Rackham Collection, and books and manuscripts from the Mary Flagler Cary Charitable Trust.

Purchases. During the year we expended $84,337.89, of which $34,764. represented funds budgeted for the department. The remaining funds were allotted to the Library for the purposes of specific important purchases (the Nikola Tesla Papers, the second installment of John Jay papers to be paid for by the Class of '25, and diaries of Hamilton Fish, among others). The total also includes sizeable donations by Dr. Corliss Lamont and the Cary Trust for the purchase of individual items and collections. Acquired during the year were 180 books, 64 manuscripts, and 17 collections of papers. A detailed break-down by fund is given in the Appendix following Part III.

Duplicates. Continuing our policy of selling or exchanging unwanted and unneeded duplicate books, we have disposed of 459 volumes during the year. The sale and exchange value of the items was $3,585. Since the Duplicates Fund was set up two years ago, we have deposited $22,345.80 in it, which funds have been used for the purchase of significant books and manuscripts that could not have been acquired by means of budgeted funds. By the end of June 1970 we had spent $21,429., which leaves a balance of $916.80 in the fund.

Binding and Maintenance. During the year 231 volumes were bound by the commercial binder, which represents a significant decrease over the 286 volumes bound in 1968/69. Despite the fact that funds for commercial binding were increased substantially last year, fewer volumes were bound, an indication of the rising prices in the binding business. 359 volumes were received from the Columbia bindery where they received pamphlet bindings and board portfolios; this represents a decrease of nearly 150 volumes over the previous year. We have also continued the department's projects of oiling leather bindings, and of covering all book jackets in standard Mylar plastic "book covers."

Exhibitions. The following exhibitions were mounted by the department and on view in the third floor exhibition area in Butler Library.

Gide Centenary Exhibition
Butler Library, 3rd Floor. (Horizontal cases only.)
May 15 - September 15, 1969.

Ligature 68. (Poetry Broadsides, Illustrated.)
Butler Library, 3rd Floor. (Vertical cases only.)
June 16 - September 15, 1969.

Gutenberg and Others - Gifts of 1969.
Butler Library, 3rd Floor.
September 16 - November 10, 1969.

Hector Berlioz Centenary.
Butler Library, 3rd Floor.
November 10, 1969 - February 2, 1970.

Voyager - Hart Crane 1899-1932.
February 16 - June 5, 1970.

Robert Flaherty - Explorer and Film-maker.
June 5 - September 15, 1970.

2. Bibliographical Control

Printed Materials. The collections have been increased this year by the addition of 7,842 volumes, of which 4,005 were cataloged and 3,837 are uncataloged. Our arrearages rose to 54,504 volumes from 52,652 for the previous year. Uncataloged research materials represent our greatest bibliographical problem. These materials, for the large part valuable and unique to the Columbia holdings, are vitually unknown and inaccessible to scholars. During the year we have begun two projects related to printed materials: An inventory of the Incunabula Collection and the preparation of standardized catalog cards for 15th century books; and the sorting and arranging of the extensive collection of printing specimens and ephemera.

The total recorded, cataloged holdings as of June 30, 1969, in printed materials stands at 234,628 volumes.

Manuscripts and Manuscript Collections. The Library's holdings of manuscripts have been increased by the addition of 64 individual manuscripts and 56 new manuscript collections (of which 30 were received by gift) containing approximately 135,000 items. This is the largest number of manuscript collections received in any single year, due in part to the change in 1969 of the income tax law covering donations of personal papers. During the year, 131,526 manuscripts were processed or cataloged. Total recorded manuscript holdings as of June 30, 1970, are as follows:

Book Manuscripts	4,836
Oral History Memoirs	1,493
Manuscript Collections (containing approximately 3,450,000 items)	593
Master's Essays	4,785

The policy that guides our manuscript acquisitions has been to strengthen existing research collections and to add new materials in areas that complement the research programs of the University.

3. Reference and Circulation Services

Use of Books and Manuscripts. During 1969/70 there were modest increases in the use of both books and manuscripts. The statistics for the past five years are as follows:

	Manuscripts	Books
1965/66	295,936	12,314
1966/67	401,359	11,298
1967/68	265,568	9,299
1968/69	485,020	9,362
1969/70	487,971	9,447

As was stated in last year's report, the demands by readers on the department's facilities continue at a high level, and, during peak periods of use, particularly the winter and spring holidays, and the summer months the strain on staff and equipment was critical. The projected use of room 833 of Butler Library as a manuscripts reading room should reduce this strain and make our operation in the area of manuscripts more suitable, not only to the internal operations of the departments, but also to the needs of our scholarly users.

Reader Visits. The statistics on reader visits for the past five years are as follows:

1965/66	6,038
1966/67	5,538
1967/68	4,597
1968/69	4,609
1969/70	5,040

During the two years of the worst campus disorders there was a decrease in reader visits, but now statistics on use seem to be on the rise once again.

Despite the department's inadequate facilities (lack of air-conditioning in the Reading Room and stack areas, cramped work space, remote shelving areas, among others), our professional and clerical staff has performed with skill, devotion and imagination. Their interest and special qualifications enable us

to offer to scholars and students the services they have come to regard as our characteristic strength. The professional staff is comprised of three Reference Librarians, Mrs. Nancy Hauser, Mrs. Patricia DeGeorges, and Mr. Hugh Macdonald (resigned, April 3, 1970). Mr. Bernard Crystal re-joined the staff as a Reference Librarian for a three-month period commencing June 1, 1970.

It should also be noted that 780 reference letters and general correspondence were written by members of the department staff.

Part III: Current or Anticipated Problems

1. Lack of air-conditioning and humidity control is causing the gradual deterioration of leather, paper, and vellum, to say nothing of the human discomfort.
2. Lack of sufficient work and office space for the Reading Room and processing operations.
3. Congestion in the Reading Room and the lack of sufficient and appropriate desks for readers.
4. Lack of sufficient shelf space for the future growth of the book and manuscript collections.
5. Uncataloged printed materials now number approximately 54,504 volumes.

Appendix

Purchases Made by Special Collections During 1969/70

FUND	BOOKS	MANUSCRIPTS	COLLECTIONS	APPRAISALS	MISCELLANEOUS	TOTAL
293 General	57 $ 2,936.26	13 $ 562.50	5 $ 1,997.50	2 $ 40.00	---	$ 5,536.26
4-293 Bancroft	20 $ 420.75	7 $2,866.50	3 $ 7,920.00	---	---	$11,207.25
297 Duplicate	3 $ 972.50	4 $ 925.00	6 $11,775.00	---	1 $ 900.00	$14,572.50
340 Gen.Lib.	1 $ 12.00	---	---	---	---	$ 12.00
350 Gen.Lib.Res.	1 $ 65.00	---	---	---	---	$ 65.00
358 Gen. & Mem. Gifts	2 $ 5,750.00	---	---	---	---	$ 5,750.00
400 Bancroft	2 $ 90.00	---	---	12 $2,995.53	---	$ 3,085.53
429 Epstean	---	1 $ 400.00	---	---	---	$ 400.00
450 Kevorkian	3 $ 2,525.00	---	---	---	---	$ 2,525.00
482 Smith	12 $ 5,710.00	---	---	---	---	$ 5,710.00
483 Strassburger	---	1 $ 200.00	---	---	---	$ 200.00
484 Ulmann	16 $ 1,225.30	---	---	---	---	$ 1,225.30
497 Lodge	48 $ 10,773.30	---	---	---	---	$10,773.30
533 Friends	4 $ 4,350.00	38 $8,175.00	3 $ 8,150.00	---	1 $1,210.00	$21,885.00
536 Engel	11 $ 1,387.50	---	---	---	1 $ 3.25	$ 1,390.75
TOTALS	180 $ 36,217.61	64 $13,129.00	17 $29,842.50	14 $3,035.53	3 $2,113.25	$84,337.89
1293 Binding	allocation: $4,500.00 (plus additional $ 800.00)				expended	$ 5,074.66

Columbia University
in the City of New York

HERBERT H. LEHMAN PAPERS

ANNUAL REPORT OF THE CURATOR
JULY 1969 - JULY 1970

ROOM 833-BUTLER LIBRARY

This third annual report marks further progress on both the organization and the use of THE LEHMAN PAPERS.

Many details concerning the future of the PAPERS were covered in a special report made by the curator in May 1970 for Dr. Cordier, Mrs. Lehman and Dr. Evans.

A great deal of research work was done during the past year. A list of the research projects is attached to this report.

The curator believes that it is interesting to note that in the three year period that the PAPERS have been officially open for research that students have come from all parts of the country and represented 28 different institutions. A list of these institutions is also attached. An even broader representation of researchers can be expected when the collection is established in its permanent quarters.

Progress was made during the past year on the detailed cross-indexing of the Press Clipping Books. The bookplating of the reference library was begun. Both of these projects should be completed by the time the collection is moved.

Plans for the furnishing of the new suite were practically completed. All items were either ordered, picked or reserved for installation towards the end of the year. The audio-visual equipment will be ordered according to the architect's schedule.

The year's accessions were varied as noted on the attached list. We have been assured of the presentation of the James G. McDonald and the Richard B. Scandrett,Jr. Papers later in 1970.

The PAPERS were fortunate in again having the assistance of Thomas V. Brunkard during the past year.

The curator's article, "Austin Strong- Playwright,Artist, Seaman" appeared in the COLUMBIA LIBRARY COLUMNS,February 1970. The curator gave the address at the annual meeting of the Friends of the David Bishop Skillman Library, Lafayette College, Easton, Pennsylvania in March 1970. His subject was "Why Rare Books and Manuscripts in a College Library?"

The coming year should see THE LEHMAN PAPERS moved to their permanent quarters, completely set in order and fully planned for the future.

William B. Liebmann

July 1,1970
List of Research Projects
List of Research Institutions
List of Accessions ATTACHED.

William B. Liebmann
Curator
Herbert H. Lehman Papers

Columbia University
in the City of New York

RESEARCH PROJECTS OF RESEARCHERS USING THE PAPERS. JULY 1969 - JULY 1970

HERBERT H. LEHMAN PAPERS

TOPIC	DISSERTATION OR BOOK	INSTITUTION
Alfred E. Smith & The Democratic Party 1928-1936.	Diss.	City Univ.of N.Y.
The Banking Crisis of 1933	Diss.	Columbia
Democratic Party Opposition to Senator Joseph R. McCarthy	Diss.	Columbia
Ethnic Conflict in New York City in the Thirties	Diss.	Univ.of Pennsylvania
Federal Aid to Education 1936-1965	Diss.	Columbia
Herbert H. Lehman's Governorship	Diss.	Columbia
The Jewish Problem & American-German Relations 1933-1939	Diss.	Georgetown
John J. Raskob and the Campaign of 1928	Diss.	Johns Hopkins
Newbold Morris, a Biography	Diss.	Fordham
The Passage of the Internal Security Act of 1950	Diss.	Univ. of Kansas
Post World War II Relief and Rehabilitation	Article	U.N.Secretariat
Roosevelt - The War Years	Book	Williams
Senator Joseph McCarthy and the Liberals	Diss.	Univ.of Maryland
The Sosua Settlement of Jews from Central Europe in the Dominican Republic 1939-1969	Diss.	Jewish Teachers Seminary Univ.
United States Relations with Poland 1944-1948	Diss.	Vanderbilt
Irving Lehman, a Biography	Article	Univ. of Missouri

Columbia University
in the City of New York
SCHOOL OF INTERNATIONAL AFFAIRS

HERBERT H LEHMAN PAPERS

FROM BBD COLLEGE LIBRARY

RECORD OF INSTITUTIONS REPRESENTED BY RESEARCHERS
WHO HAVE USED THE LEHMAN PAPERS SINCE THE OPENING
OF THE COLLECTION JANUARY 1967 THROUGH JUNE 1970

COLUMBIA -- 9 Researchers. (one of them has used the papers for two sucessive years, another for three years).
UNIVERSITY OF CALIFORNIA AT RIVERSIDE
CITY UNIVERSITY OF NEW YORK
UNIVERSITY OF CONNECTICUT AT STORRS
FORDHAM
UNIVERSITY OF GEORGIA
GEORGETOWN
HARVARD
INDIANA UNIVERSITY -- 2 Researchers.
JEWISH TEACHERS SEMINARY UNIVERSITY
JOHNS HOPKINS
UNIVERSITY OF KANSAS -- 2 Researchers.
HERBERT H. LEHMAN COLLEGE
UNIVERSITY OF MARYLAND
UNIVERSITY OF MICHIGAN
UNIVERSITY OF MISSOURI -- 2 Researchers.
NEW YORK UNIVERSITY -- 2 Researchers.
UNIVERSITY OF PENNSYLVANIA
STANFORD -- 2 Researchers.
STATE UNIVERSITY OF NEW YORK AT STONY BROOK
SYRACUSE
HARRY S. TRUMAN LIBRARY - Special Project.
UNITED NATIONS SECRETARIAT (used papers for two successive years).
VANDERBILT
UNIVERSITY OF WISCONSIN
YALE
YIVO-INSTITUTE FOR JEWISH RESEARCH
WILLIAMS

The Papers were also used by one unaffiliated Author-Historian.

Columbia University in the City of New York
HERBERT H. LEHMAN PAPERS
ROOM 252 BUTLER LIBRARY

ACCESSIONS JULY 1969 - JULY 1970

BY GIFT:

MRS. FRANK ALTSCHUL, New York, N.Y.
Reproduction of Photograph of New York State Supreme Court Celebration.

THOMAS V. BRUNKARD, New York, N.Y.
Photograph of Herbert H.Lehman's 85th Birthday Celebration.

CHICAGO HISTORICAL SOCIETY, Archie Motley,Manuscript Librarian, Chicago,Ill
Xerox copy of H.H.Lehman 1953 letter to Bishop Bernard J. Sheil.

PROF. ARTHUR LEHMAN GOODHART, K.B.E., Oxford, England.
"Essays in Jurisprudence and The Common Law" by A.L. Goodhart. Cambridge,1931.

JOHN KHANLIAN, Yonkers, N.Y.
"A Centennial - Lehman Brothers 1850-1950" New York, 1950.

MRS. HERBERT H. LEHMAN, New York, N.Y.
Mrs. Lehman has continued to add related material to the collection. Of special interest is the pivately printed and specially bound edition of "Address of Acceptance of the Nomination for President by Hon. Alfred E. Smith".Albany,1928,bearing the author's autograph signature on the frontispiece.

WILLIAM B. LIEBMANN, Westport, Connecticut.
"Cumulative Book Index 1949 - June 1961". 7 Volumes & 4 Parts. New York,1950-1961.

PROF. ALLAN NEVINS, Pasadena, California.
Professor Nevins has added further research notes and correspondence relating to his work:"Herbert H. Lehman and His Era."

MORRIS NOVIK, New York, N.Y.
33 Disc Recordings and 4 Tape Recordings of Speeches and Events concerning Herbert H.Lehman's political career adding to the Recording Collection which he presented a few years ago.

Columbia University
in the City of New York
SCHOOL OF INTERNATIONAL AFFAIRS

HERBERT H. LEHMAN PAPERS

ACCESSIONS JULY 1969 - JULY 1970
(Continued)
2.

ROOM 833-BUTLER LIBRARY

BY GIFT:

HON. J. HOWARD ROSSBACH, Riverdale-on-Hudson, N.Y.
Lehman Family correspondence, publications and photographs. Many items relating to Chief Judge Irving Lehman including specially bound copies of his own Court opinions and an inscribed first edition of Benjamin N.Cardozo's "The Growth of the Law". The collection also contains Judge Rossbach's legal and philatelic writings.

HON. AND MRS. SAMUEL I. ROSENMAN, New York,N.Y.
Framed engraving of Franklin D. Roosevelt, with cut signature, Programs of Political Events and Correspondence with Herbert H. Lehman,including original letters and telegrams.

NORBERT SCHWARZ, New York, N.Y.
by courtesy of DR. ISADORE ROSENFELD, New York,N.Y.
Original letter of H.H.Lehman to Mrs. Norbert Schwarz,1959.

MRS. FLORA S. STRAUS, Mount Kisco, N.Y.
Disc recording of Irving Lehman's Roosevelt Memorial Address, 2 records. Photograph of Judge and Mrs. Irving Lehman.

PROF. WILLIAM M. WIECEK, Columbia, Missouri.
Xerox copies of 4 letters giving biographical details about Chief Judge Irving Lehman. 8 pages.

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Pamphlets (uncat.)				
Photographs				
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Tests				
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340 Gen.Lib.	1 $ 12.00	---	---	---	---	$ 12.00
350 Gen.Lib.Res.	1 $ 65.00	---	---	---	---	$ 65.00
358 Gen. & Mem. Gifts	2 $ 5,750.00	---	---	---	---	$ 5,750.00
400 Bancroft	2 $ 90.00	---	---	12 $2,995.53	---	$ 3,085.53
429 Epstean	---	1 $ 400.00	---	---	---	$ 400.00
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497 Lodge	48 $ 10,773.30	---	---	---	---	$10,773.30
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536 Engel	11 $ 1,387.50	---	---	---	1 $ 3.25	$ 1,390.75
TOTALS	180 $ 36,217.61	64 $13,129.00	17 $29,842.50	14 $3,035.53	3 $2,113.25	$84,337.89
1293 Binding	allocation $4,500.00 (plus additional $ 800.00)				expended	$ 5,074.66

FUND	BOOKS	MANUSCRIPTS	COLLECTIONS	APPRAISALS	MISCELLANEOUS	TOTAL
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Bancroft 4-293	20 420.75	9 2,866.50	3 7,920.00	—	—	11,207.25
Dudley 297	3 972.50	4 925.00	6 11,775.00	—	1 900.00	14,572.50
Gen. Lib. 340	1 12.00	—	—	—	—	12.00
Gen. Lib. Rec. 350	1 65.00	—	—	—	—	65.00
Gen. T. and Mss. 358	2 5,750.00	—	—	—	—	5,750.00
Bancroft 400	90.00	—	—	12 2,995.53	—	3,085.53
Special 429	—	1 400.00	—	—	—	400.00
Rounkin 450	3 2,525.00	—	—	—	—	2,525.00
Smith 482	112 5,710.00	—	—	—	—	5,710.00
Special Deposit 483	—	1 200.00	—	—	—	200.00
Ullmann 484	16 1,225.30	—	—	—	—	1,225.30
Lodge 497	48 10,773.30	—	—	—	—	10,773.30
~~533~~	—	—	—	—	—	—
Friends 533	4 4,345.00	38 8,175.00	3 8,150.00	—	1 1,210.00	21,880.00
Engel 536	11 1,387.50	—	—	—	1 3.25	1,390.75
Totals	180 36,217.61	64 13,129.00	19 29,842.50	14 5,035.53	3 2,113.25	84,337.89

General Fund

Month	BOOKS	MANUSCRIPTS	COLLECTIONS	APPRAISALS	MISCELLANEOUS	TOTAL
July	15 $ 692.50	1 Lawrence $ 50.00	3 $ 1,447.50	Corso Eisenhower Wine		$ 2,190.00
August		1 Craigie $ 20.00	2 $ 550.00	Huncke Corso		$ 570.00
September	7 $1,043.75	1 Faraham $100.00				$ 1,143.75
October	5 $ 298.00	8 Lang, Masefield, etc. $327.50				$ 625.50
November	5 $ 476.00					$ 476.00
December	7 $ 175.45					$ 175.45
January	1 $ 35.00	1 Hayward $ 15.00				$ 50.00
February	6 $ 100.00	1 Santayana $ 50.00		1 Tracy $ 30.00		$ 180.00
March	6 $ 66.00			1 $ 10.00		$ 76.00
April	1 $ 5.00					$ 5.00
May	2 $ 22.00					$ 22.00
June	2 $ 22.56					$ 22.56
Totals	57 2,936.26	13 562.50	5 1,997.50	2 40.00	—	5,536.26

Allotment: $10,154 (Binding $4,000; Serials $500); $5,654.

Month	BOOKS	MANUSCRIPTS	COLLECTIONS	APPRAISALS	MISCELLANEOUS	TOTAL
July	8 $ 187.50	1 McGrath $ 35.00	1 Whalen $ 4,585.00			$ 4,807.50
August						—
September		1 Renwick $ 15.00				$ 15.00
October						—
November		1 Columbia Charter $ 605.00				$ 605.00
December	6 $ 150.00	1 Tesla $3,285.00				$ 3,435.00
January	2 $ 20.75		1 Civil War Envelopes $ 50.00			$ 70.75
February	2 $ 18.50 (Order placed by Acq. 11/9/69)					$ 18.50
March	2 $ 44.00	2 Fish Diaries $1865.00	; Packam letters			$1,909.00
April		1 Morris-Jay $ 143.00				$ 143.00
May		1 Morris Diplomas $ 203.50				$ 203.50
June						—
Totals	20 420.75	9 2,866.50	3 7,920.50	—	—	11,207.50

Allotment: $ 5,000.

Duplicate Fund

Month	BOOKS	MANUSCRIPTS	COLLECTIONS	APPRAISALS	MISCELLANEOUS	TOTAL
July			4 $ 8,000.00	2 Burroughs Corso La Vigne		$ 8,000.00
August						—
September						—
October	1 $ 42.50				1 LaVigne Paintings $ 900.00	$ 942.50
November		2 Hunke, Whalen $ 400.00				$ 400.00
December	1 $ 255.00	1 LaVigne $ 200.00	2 Ginsburg Hunecke $ 3,775.00			$ 4,230.00
January						—
February						—
March						—
April	1 $ 675.00	1 Auden $ 325.00				$ 1,000.00
May						—
June						—
Totals	3 972.50	4 925.00	6 11,775.00	—	1 900.00	14,572.50

Expenditure: $900. (Rarities for Research printing)

Transferred:
$8,000 + $6,000

General Library

Month	BOOKS	MANUSCRIPTS	COLLECTIONS	APPRAISALS	MISCELLANEOUS	TOTAL
July						—
August						—
September						—
October						—
November						—
December						—
January	1 $ 12.00					$ 12.00
February						—
March						—
April						—
May						—
June						—
Totals	1 12.00	—	—	—	—	12.00

Gen.Lib. Reserve Fund

Month	BOOKS	MANUSCRIPTS	COLLECTIONS	APPRAISALS	MISCELLANEOUS	TOTAL
July						—
August						—
September						—
October						—
November	[1] $ 65.00					$ 65.00
December						—
January						—
February						—
March						—
April						—
May						—
June						—
Totals	65.00	—	—	—	—	65.00

General and Memorial Gifts

Month	BOOKS	MANUSCRIPTS	COLLECTIONS	APPRAISALS	MISCELLANEOUS	TOTAL
July						—
August						—
September						—
October						—
November						—
December						—
January	1 $3,500.00	Comm. Fund (Exposition)				$ 3,500.00
February						—
March						—
April	1 $2,250.00					$2,250.00
May						—
June						—
Totals	2 5,750.00	—	—	—	—	5,750.00

Month	BOOKS	MANUSCRIPTS	COLLECTIONS	APPRAISALS	MISCELLANEOUS	TOTAL
July						—
August				2 Peckham $ 300.00		$ 300.00
September	1 $ 15.00					$ 15.00
October						—
November				1 Rendell $ 462.50		$ 462.50
December				2 Mezdorf $ 612.00		$ 612.00
January				1 Rendell $ 350.00		$ 350.00
February				2 $ 452.35		$ 452.35
March				2 $ 275.00		$ 275.00
April				1 Rendell $ 275.00		$ 275.00
May	1 $ 75.00					$ 75.00
June				1 $ 268.68		$ 268.68
Totals	2 90.50	—	—	12 2,995.53	—	3,085.53

Month	BOOKS	MANUSCRIPTS	COLLECTIONS	APPRAISALS	MISCELLANEOUS	TOTAL
July		1 $ 400.00				$ 400.00
August						—
September						—
October						—
November						—
December						—
January						—
February						—
March						—
April						—
May						—
June						—
Totals	—	1 400.00	—	—	—	$400

Allotment: $400.

Month	BOOKS	MANUSCRIPTS	COLLECTIONS	APPRAISALS	MISCELLANEOUS	TOTAL
July	1 $ 425.00					$ 425.00
August						—
September						—
October						—
November						—
December						—
January	1 $ 100.00					$ 100.00
February	1 $ 2,000.00					$ 2,000.00
March						—
April						—
May						—
June						—
Totals	3 2,525.00	—	—	—	—	2,525.00

Allotment: $2,500.

Month	BOOKS	MANUSCRIPTS	COLLECTIONS	APPRAISALS	MISCELLANEOUS	TOTAL
July	5 $ 4,035.00					$ 4,035.00
August						—
September	3 $ 545.00					$ 545.00
October	4 $1,130.00					$ 1,130.00
November						—
December						—
January						—
Febraury						—
March						—
April						—
May						—
June						—
Totals	12 $5,710.00	—	—	—	—	5,710.00

Allotment: # 5,750.

Month	BOOKS	MANUSCRIPTS	COLLECTIONS	APPRAISALS	MISCELLANEOUS	TOTAL
July		1 Lawrence $ 200.00				$ 200.00
August						—
September						—
October						—
November						—
December						—
January						—
Febraury						—
March						—
April						—
May						—
June						—
Totals	—	200.00	—	—	—	$200

Allotment: $200.

Month	BOOKS	MANUSCRIPTS	COLLECTIONS	APPRAISALS	MISCELLANEOUS	TOTAL
July	3 $ 318.50					$ 318.50
August						—
September	1 $ 50.00					$ 50.00
October	2 $135.00					$ 135.00
November	3 $350.00					$ 350.00
December	2 $175.00					$ 175.00
January	5 $196.80					$ 196.70
February						—
March						—
April						—
May						—
June						—
Totals	1,225.30	—	—	—	—	1,225.30

Allotment: $1,250.

Month	BOOKS	MANUSCRIPTS	COLLECTIONS	APPRAISALS	MISCELLANEOUS	TOTAL
July	32 $ 8,347.80					$ 8,347.80
August	4 $ 885.00					$ 885.00
September	3 $ 610.00					$ 610.00
October	8 $ 875.50					$ 875.50
November						—
December	1 $ 55.00					$ 55.00
January						—
February						—
March						—
April						—
May						—
June						—
Totals	43 10,773.30	—	—	—	—	10,773.30

Allotment: $10,500.

Month	BOOKS	MANUSCRIPTS	COLLECTIONS	APPRAISALS	MISCELLANEOUS	TOTAL
July		1 Lawrence $ 475.00	1 Hazlewick $ 950.00			$ 1,425.00
August	1 Dorne $ 350.00					$ 350.00
September						—
October	1 Breydenbach $3,250.00	18 Santayana $4,000.00				$ 7,250.00
November						—
December		1 $ 200.00	1 Hapgood $2,000.00			$ 2,200.00
January		18 Santayana $3,500.00				$ 3,500.00
February			1 Masefield $5,200.00			$ 5,200.00
March					1 Masefield Portrait $1,210.00	$ 1,210.00
April						—
May	1 $ 650.00					$ 650.00
June	1 $ 100.00					$ 100.00
Total	4 4,350.00	38 8,175.00	3 8,150.00	—	1 1,210.00	21,885.00

$4.00 th. to 533, 9/24/69, Gift of Carlisle Lamont in Santayana purchase, pt. I.

3 m. Run/Front Left

4 m. Pratt - Wright Memorial

15 m. Entrance Trail

Month	BOOKS	MANUSCRIPTS	COLLECTIONS	APPRAISALS	MISCELLANEOUS	TOTAL
July	3 $ 650.00					$ 650.00
August	1 $ 100.00					$ 100.00
September						—
October	1 $ 32.50				1 $ 3.25	$ 35.75
November						—
December	5 $ 230.00					$ 230.00
January	1 $ 375.00					$ 375.00
February						—
March						—
April						—
May						—
June						—
Totals	11 1,387.50	—	—	—	1 3.25	1,390.75

COLUMBIANA
Annual Report - Statistics
1969-1970

	1966/67	1967/68	1968/69	1969/70
I. Attendance				
Reader visits.....	581	542	506	514
Visitors.....	3808	3445	3048	2492
II. Use of the Collections				
On the premises				
Books	1241	1101	806	1034
Manuscripts	48	319	137	149
Vertical File (boxes & folders)	535	54	212	175
	1824	1474	1155	1358
Off the premises				
Intramural use	711	349	406	294
Extramural use	202	10	18	11
	913	359	424	305
Total use	2737	1833	1524	1663

III. Growth of the Collections:

A. Printed matter			
New Acquisitions catalogued	Books	10	0
	Serials	67	69
New Acquisitions uncatalogued		28	12
Additions to duplicate collection.....		30	9
Additions to Faculty Off-print Collections..		5	35
B. Manuscripts			
Individual manuscripts		33	12
Book manuscripts		15	2
Letters & documents		18	10
Manuscript Collections		5	8
Additions to manuscript collections previously received		0	5
C. Other materials acquired			
Framed pictures		12	24
Diplomas		2	24
Scrapbooks		9	1
Miscellaneous memorabilia		6	28
Photographs		7	12
Tapes		0	62
Film		0	1

IV. Processing

A. Printed materials		
Previous acquisitions catalogued	57	8

	1966/67	1967/68	1968/69	1969/70
Sent to Cataloging Dept.....	40	43	72	69
Sent to Binding Dept.....	114	135	99	48
Received from Cataloging Dept.			67	77
Received from Binding Dept.			99	74
B. Manuscripts (processed in Columbiana).....			129	130
Book manuscripts			4	13
Letters & documents			125	117
Manuscript Collections			2	5
Additions to Collections previously received			50	17
C. Miscellaneous (processed in Columbiana)				
Framed pictures			15	24
Diplomas			2	59
Scrapbooks			3	1
Photograph album			1	1
Departmental Records.....			95	7
Alumni Records			15	4
Phonograph records			3	0
Printed Broadsides			20	0
Academic robes			0	7
Memorabilia			0	2
Tapes (deposit)			0	62

COLUMBIANA
Annual Report - 1969/70

I - Development and Maintenance of the Collection

A. Printed Materials

Acquisitions

The Columbiana Collection has been increased in 1969/70 by the addition of 81 volumes, 69 (serials) catalogued and 12 volumes uncatalogued, by 9 additions to the duplicate collection and 35 to the Faculty off-print file. Of special interest to Columbiana was the gift of Mr. Aaron Rabinowitz of a volume donated to the "Kings College Library, New York" by J. Rawbone, vice principal of St. Mary Hall, Oxford in 1772. The volume, an Essay of Health and Long Life by George Cheyne, 1734, no doubt separated from the Library during the American Revolution, was recently bequeathed to Mr. Rabinowitz who has been generous enough to restore it to its former location.

Cataloging and Indexing

77 volumes were catalogued in 1969/70, of which 69 were serials. Two years ago it was agreed that the backlog of books in Columbiana would be cataloged at the rate of 20 - 30 titles each week. This agreement has never been put into operation as the figures clearly show, resulting in an increasing backlog each year. During 1969/70 indexes have been made for various memorabilia not previously processed - i.e. athletic cups, newspapers (early), posters, etc.

As in previous years, the daily clippings of Columbia interest taken from the New York Times are mounted and filed as well as those sent in by alumni from their local papers in various parts of the United States. The daily received press releases from the Office of Public Information are likewise filed. During the year Columbiana has received numerous contributions of collections of ephmeral materials handed out on the Columbia campus. This material is added to the file already established by broad subject interest.

B. Manuscripts and manuscript Collections

Acquisitions

12 individual manuscripts and 8 manuscript collections were acquired during 1969/70. Among the former was "Genealogy of the Stuyvesant Family" copied July 1867 by Hamilton Fish (22 ff.), and letters exchanged between Professor James K.

Finch and Alfred Anthony of the photographic house. Included in the manuscript collections were the thesis and Columbia notebooks of Carl Trischka, E.M. 1913, the gift of Mr. Trischka; the correspondence and financial records of the State Clubs of Summer Session, the gift of the Summer Session Office; the papers of Gustavus Kirby relating to the Columbia University Club, the gift of Mrs Thomas Waller; the Columbia memorabilia and papers of Dr. Frederick A. Murzbach, Jr., the gift of Dr. Murzbach.

Cataloging

130 individual manuscripts were indexed and filed and 5 manuscript collections arranged and indexed in Columbiana. Additions were made to the Departmental Records, Alumni Records and Administrative Records Collections as well as to the Diploma Collection.

C. Other Materials

Among the acquisitions of non-book, non manuscript materials were 22 diplomas a silver wine siphon belonging to the Johnson Family, the gift of Jerome Blum; Academic robes of James T. Shotwell, E. C. Stedman, Brander Matthews and Nicholas Murray Butler; 62 tapes of Columbia ceremonies, on deposit from the office of the Secretary; 24 framed pictures of Columbia interest and three non-manuscript collections: Robert Roth Papers (Columbia Protest), from the S.D.S. Office; Columbia Authors and materials relating to the Institutes of Columbia from the office of Columbia College Today.

D. Binding

40 volumes were sent in 1969/70 to the Binding Department for portfolio boards and pamphlet binding. These were chiefly current acquisitions.

E. Microfilming

During this year the complete file of the Columbia Daily Spectator was sent to Bell and Howell for microfilming. As of this report all but three volumes have been completed. As soon as the full set is in hand the microfilm will be catalogued and available in the microfilm reading room.

II - Bibliographic Control

Some of the miscellaneous groups of memorabilia in Columbiana have been provided with indexes - athletic cups, early newspapers, posters, etc. - and the index to Columbia College Today has been brought up to date.

III - Reference and Circulation

In 514 reader visits 1358 items were used in the Reading Room. 305 items were sent for intramural and extramural loan. These figures show an increase over those for 1968/69 which were somewhat affected by the student demonstrations of that year. In addition to requests received in the reading room for information and reference assistance, many telephone and mail requests come daily. 173 reference letters were written during the year.

Chief among Columbiana's users are the officers of administration in Low Library, students and faculty of Columbia, Teachers College, Barnard, etc., the Office of Public Information, staff of Columbia College Today, Spectator and the University NewsLetter, and the Alumni Federation Office. Among the non-Columbia were: Mrs. Wolter, reference librarian, Long Island University for tuition fees at Columbia in the 19th and early 20th century; Professor J. I. Cooper, McGill University, for information on John Bethune, D.D. 1837 hon.; James P. O'Brien, University of Wisconsin, to use Columbia Daily Spectator in tracing the rise of the new Left in American universities; F. J. Dallett, archivist, Princeton University, for material on the Lacombe family; Professor Orville F. Denstedt, McGill University, for the origins of the teaching of bio-chemistry at Columbia; John Drythcut, Windsor, Vermont, for contents of Theodore Roosevelt Memorial Exhibition at Columbia, May 1919; Mr. A. E. Skinner, University of Texas, for material on Albert P. Matthews and his studies at Columbia; Helen Harman, Time-Life, to consult student publications; Jonathan Harris, New York University, for material on the teaching of science in New York, 1784-1815; D. R. Huehner, University of Illinois, to use student societies' records 1800-1850; Professor Ernest Boyes, University of Michigan, for material for a study of Robert Harpur; Stephen T. Ernest, Fordham University, for material on Professor Frederick J. E. Woodbridge;

Joan Kerr, News Week, for illustrations for a series of volumes they propose to publish on the "Founding Fathers"; Judith Weitzman, NETV, for material on Gertrude Stein for a one-hour special on NETV; Adrian Cook, Oxford University, for material on the draft riots of 1863; and many others. In addition a number of students have come from other universities to consult the file of student demonstration material.

Intramural loans (294) were made chiefly to the officers of administration in Low Library; Photographic Services; Office of Public Information and Columbia College Today. 11 items were loaned to local libraries and publishing firms.

IV. Library Operations and Administration

As in the past the King's College Room has been open to visitors' view during the Columbiana Library working hours. The daily flow of visitors ranges from single individuals to tour groups of 20 - 30. The Room is no longer open for Rotunda dinners since the use of the corridor outside for serving and cloakroom facilities makes access to the room impossible. It is, however, used on selected occasions for small ceremonies and high-level committee meetings.

This year an 18th century barrel-desk, the bequest of Mrs. William Burden, was added to the furnishings in the King's College Room.

B. Exhibitions

The exhibition of the architectural development of the Columbia University campus in the Columbiana Reading Room continues to be of great interest to all who visit here.

In November an exhibition was installed in the Rotunda of Low Memorial Library depicting the history of Columbia through memorabilia related to her presidents. The exhibition was on view until April 1970.

In June an exhibition was installed in the two cases flanking the entrance to Butler Library, displaying photographs and other memorabilia of the history of the Columbia University Libraries.

C. Staff

Susan Bilton, appointed June 1, 1967, as a full time supporting staff member, continues to occupy this position and to fulfill its duties in a most satisfactory

manner. Miss Bilton is attending the Columbia School of Library Service to prepare for a professional career in the Library field. Page service has been available this year enabling us to maintain the rountine sorting, filing and shelving.

D. Space

In August 1969 at the request of the University Administration the office of the Curator of Columbiana was turned over to the Secretary's Office for the use of their personnel. The desk of the Curator and the many files housed in the office were transferred to the Columbiana Reading Room from which were removed to storage the 18th century furniture and the large exhibit case. Other materials in the office were transferred to the already over-full stack area. As a concomitant to this move, however, air conditioning was installed in the Columbiana Reading Room and the Kings College Room. An open bookcase was constructed in the Columbiana Reading Room to house the reference books formerly shelved in the Curator's Office.

In March space in room 3 B in the basement of Low Library was allotted to Columbiana for storage in lieu of room 10. Stacks have been transferred to room 3B as it is now designated and the sorting and discarding of unwanted materials in room 10 is in process. The acquisition of this newly renovated, clean, cool area will make it possible to transfer materials from the stack area of Columbiana thus relieving the very crowded conditions there. completed 8/13/70

A few problems have presented themselves in this arrangement, as public access to Mrs. Torbert's office (formerly that of the Curator) is through the Columbiana Reading Room, requiring that the Library be open and manned from 9 - 5 on week-days. With a limited staff these hours are sometimes hard to maintain especially in vacation time.

V. Problems

One problem of a serious and long-standing nature remains in Columbiana - the cataloging of single titles. Two years ago the Cataloging Department agreed to undertake the cataloging of from 20 - 30 titles each week until the backlog of material accumulated through several years when no cataloging service was available to Columbiana was cleared up. Unfortunately it was not possible to carry this

this out and each year adds to the backlog. In view of the reduced space in the stacks adjacent to Columbiana for storing current uncatalogued materials, the situation becomes increasingly undesireable both for the preservation of the materials and for adequate service to readers.

Respectfully submitted

Alice H. Bonnell

Alice H. Bonnell
Curator, Columbiana
10 August 1970

COLUMBIA UNIVERSITY LIBRARIES

Size and Growth of the Collections

Fiscal Year 1969/70

Department: Columbiana Reported by: Alice Bonnell Date: 8/70

Type of Material	Holdings Last Fiscal Year	Additions This Year	Withdrawals This Year	Net Holdings This Fiscal Year
1. STANDARD PRINTED MATERIALS	———	———	———	———
Books	6,193	12		6,205
Serials	7,676	69		7,745
TOTAL (books & Serials)	13,869	81		13,950
College Catalogs				
Music Scores				
Newspapers	297 v	5 v		302 v
Technical Reports				
Trade (Manufacturers) Catalogs				
"Accessible," but uncataloged (types normally cataloged, not listed above)	739 ca	12		751 ca
Duplicates	2,524 ca	9		2,533 ca

C1(670)5C

Type of Material	Holdings Last Fiscal Year	Additions This Year	Withdrawals This Year	Net Holdings This Fiscal Year
2. MANUSCRIPTS	———	———	———	———
Reports for Bachelor's degrees				
Master's essays				
Doctoral dissertations				
Music (Varsity Show Scores)	7 boxes			7 boxes
Books, Letters, diaries, etc.	372	12		384
Other (Please specify)				
Manuscript Collec	27	8		35
Original Drawings	268			268
3. MICROTEXT	———	———	———	———
Microfilm				
Microcards				
Microprint				
Microfiches				
Other (Please specify)				

Type of Material	Holdings Last Fiscal Year	Additions This Year	Withdrawals This Year	Net Holdings This Fiscal Year
4. AUDIO-VISUAL MATERIALS	———	———	———	———
Films	8	1		9
Phonograph records	54	0		54
Slides				
Tape recordings (spool, reel)	29	62 (deposit)		29
Other (Please specify)				
5. OTHER MATERIALS	———	———	———	———
Broadsides	57			57
Leaflets (4 pages or less)				
Maps, Charts (in sheets)	74			74
Memoirs (Oral History)				
Memorabilia	1,420	28		1,448
Newspaper clipping file				
Pamphlets (uncat.) Faculty off-prints	7,893	35		7,928
Photographs (Framed)	159	24		183
Pictures, prints, drawings, etc.	5 V.F. drawers 25 corres. boxes			5 V.F drawers 25 corres. boxes
Tests				
Other (Please specify)				
Scrapbooks	115	1		116

COLUMBIA UNIVERSITY LIBRARIES

CIRCULATION REPORT

Year beginning July 1, 1969. Library Columbiana

Staff member responsible for this report: Alice H. Bonnell
(see instructions on back)

Month	Loans to Individuals		Loans to Libraries	
	All loans made for 4 or more days	All loans made for 3 days or less (reserves, restricted loans, etc.)	Columbia	Non-Columbia Including Affiliates
July		151	13	0
Aug.		88	9	0
Sept.		30	116	0
Oct.		145	38	3
Nov.		144	16	2
Dec.		146	15	1
Jan.		78	5	2
Feb.		136	72	0
March		91	6	0
April		121	14	1
May		97	7	1
June		131	13	1
TOTAL		1,318	324	11

Non-recorded use (i.e., use not included above) of library materials during the year is estimated at _____ items. (Briefly indicate the manner in which this estimate was made in the space below.)

C5(867)2C

LOHF

COLUMBIA UNIVERSITY LIBRARIES

CIRCULATION REPORT

Year beginning July 1, 1969. Library Rare Book and Manuscript Library, Special Collections

Staff member responsible for this report: Kenneth A. Lohf
(see instructions on back)

Month	Loans to Individuals			Loans to Libraries	
	All loans made for 4 or more days	All loans made for 3 days or less (reserves, restricted loans, etc.)		Columbia	Non-Columbia Including Affiliates
		Books	Manuscripts		
July		787	83,149	172	4
Aug.		518	35,277	62	1
Sept.		678	27,127	478	12
Oct.		995	56,244	133	
Nov.		932	14,124	157	
Dec.		826	12,648	112	
Jan.		1,114	32,158	198	34
Feb.		805	31,534	178	57
March		955	60,517	558	305
April		659	49,636	1,062	13
May		519	40,521	850	1
June		659	45,036	642	5
TOTAL		9,447	487,971	4,602	432

Non-recorded use (i.e., use not included above) of library materials during the year is estimated at _____ items. (Briefly indicate the manner in which this estimate was made in the space below.)

C5(867)2C

INSTRUCTIONS

Read all instructions before beginning this form.

1. A professional staff member is to oversee data collection procedures and the preparation of this report.

2. The purpose of this report is to obtain a reliable record of the use of library materials for research or instructional purposes. The base for the count is physical items; that is, a bound volume, an issue of a journal, a pamphlet, a microfiche, a microfilm reel, a manuscript, etc.

3. All loans signed for by an individual borrower or signed out to another library are to be counted. Items that must be signed for by users even though they cannot be taken from the library are to be included. The only recorded loans not to be counted are those to technical service departments, since such loans are generally made for operational reasons and not for research or instructional purposes.

4. Renewals are not to be counted.

5. The total number of recorded loans made each month in each category is to be entered in the appropriate column. The headings are self-explanatory. After the entries are made, copy the form on Xerox or other copying machine and send the copy to the Assistant Director, 315 Butler, by the 10th of the following month.

6. At the end of the fiscal year:

   (1) Total all columns, checking figures carefully.

   (2) Estimate total non-recorded use(that is, books and other materials used by readers in the library without a charge being made) for the entire year, and indicate in a few sentences how this estimate was made; i.e., was it based on several samples taken during the year of books picked up from tables and shelved, general impressions, etc. In making this estimate it might be useful to consider non-recorded use in the light of recorded use - is it about one-half of recorded use, about equal to recorded use, more than recorded use, etc. Keep in mind during the year that this estimate will be required at the end of the year, and plan how you will provide the information. Note that this is simply to be a reasonable estimate based on experience and judgment. No special records or elaborate counts are to be made.

   (3) As is done each month, submit one copy of the completed form by July 10. Other copies will be needed for inclusion in your annual report.